



Brookings County Finance Office

Vicki Buseth, Finance Officer

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March 14, 2015

TO: Brookings County Commission
FROM: Vicki Buseth, Finance Officer
RE: Move Deputy Finance Officer to Grade 9

I am asking the Commission to move the Deputy Finance Officer from a Grade 7 to a Grade 9. This is the same grade that Deputy of Equalization just moved to. I feel the Deputy Finance Officer has as many duties and responsibilities as the Deputy Equalization Director.

The duties that Deputy Finance Officer performs are as follows:

In charge of the office and supervises 6 staff in the absence of the Finance Officer.

Run elections which includes hiring temporary election workers, Poll workers and training them. This is up to 80 people.

Maintains an active voter file for all elections

Has to know the software programs for total vote program, along with the Tyler system and the state MV system.

Does payroll for 100+ employees every two weeks.

Processes liquor Licenses

Works with apportioning of property taxes.

Works with abatements and added taxes.

Works with adding pay ahead mobile homes in the tax file.

Thank you,

A handwritten signature in purple ink that reads "Vicki Buseth".

Vicki Buseth
Brookings County Finance Officer